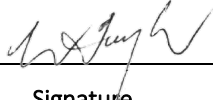


<b>Procedure Name</b>	<b>FACILITIES AND EQUIPMENT USAGE PROCEDURE</b>
<b>Procedure Number</b>	<b>G004_PR (Governance)</b>
<b>Purpose</b>	This procedure outlines the appropriate use of Whitehouse Institute of Design, Australia (Whitehouse) owned or leased facilities and equipment and the rights and responsibilities of all parties and the processes by which applications to access equipment and facilities are made.
<b>Scope</b>	This procedure applies to all Whitehouse Institute staff and students using Whitehouse facilities and/or equipment across all campuses.
<b>Procedure</b>	<p>This procedure has rights and responsibilities for the following:</p> <ul style="list-style-type: none"> <li>• Staff who have been issued with or have access to technology or facilities</li> <li>• Librarians</li> <li>• Campus Manager</li> <li>• Students.</li> </ul> <p><b>Borrowing Equipment</b></p> <p>All laptop computers, portable devices and audio visual equipment are available for teachers to borrow from the library. This includes data projectors, light boxes, cameras and lighting kits. The approval process to borrow equipment is as follows:</p> <ul style="list-style-type: none"> <li>• advise the librarian of your intention to borrow equipment, at least one week prior to the required date to ensure its availability</li> <li>• a sign out sheet must be completed, signed and provided to the librarian at the time that the equipment is borrowed. When a piece of equipment is signed out the cost associated with the repair of any damage to the equipment while it is in the care of the borrower is to be the responsibility of the borrower</li> <li>• the staff member is required to collect equipment personally. Equipment will not be loaned to students on behalf of a staff member.</li> <li>• ensure that the equipment is accounted for at all times while it is on loan. Do not leave equipment unattended at any time to ensure its security and safety and to minimise the risk of theft.</li> <li>• if equipment is unaccounted for at any time during the loan period report it to library services as soon as possible.</li> <li>• treat all equipment with care while on loan to minimise damage and report damages or malfunctions to the librarian as soon as practicable or on return of the item.</li> </ul> <p><b>Returning Equipment</b></p> <p>To return equipment that has been borrow via the library, staff must:</p> <ul style="list-style-type: none"> <li>• ensure that the equipment is returned to the library by 5.00pm on the date that it is due to be returned</li> <li>• sign in each piece of equipment at the time that it is returned. Staff are required to return equipment in person, students should be asked to return equipment on a staff members behalf</li> <li>• ensure that equipment is handed to a library staff member when it is returned. Do</li> </ul>

	<p>not leave equipment in the library unattended at the time that it is returned</p> <ul style="list-style-type: none"> <li>• ensure that all equipment that is returned is in good working order and report any damages or issues that may have occurred in the time that it was on loan</li> <li>• all components of the equipment must be accounted for when it is returned for example: power codes, SD cards etc.</li> </ul> <p><b>Long Term Loans/Issued Equipment</b></p> <p>Staff who have laptop computers and portable devices on long term loan are required to ensure the security and safety of equipment at all times. Staff are required to:</p> <ul style="list-style-type: none"> <li>• ensure that equipment is never left unattended, particularly when transporting equipment from the workplace to home and vice versa. For example, equipment should not be left in unlocked cars in view of the public or left unattended on public transport</li> <li>• care is to be taken of equipment at all times. Rough handling of devices may cause unnecessary damage</li> <li>• ensure that damage or loss of functionality of devices is reported to the Campus Manager as soon as possible</li> <li>• provide important information to the campus manager upon request, for example: such as the equipment id number, so that the asset register and other appropriate databases can be maintained and up to date</li> <li>• in the event that equipment has been stolen while off campus the theft must be reported to police and a copy of a police report must be provided to the Campus Manager to verify the theft and for insurance purposes.</li> </ul>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Australian Human Rights Commission Act 1986</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Copyright Act 1968 (Cwlth) and the Copyright Amendment (Digital Agenda) ACT 2000 (Cwlth)</a></li> <li>• <a href="#">Telecommunications Act 1997 (Cwlth) and associated Acts</a></li> <li>• <a href="#">Crimes Act 1914 (Cwlth)</a></li> <li>• <a href="#">Broadcasting Services Act 1992 (Cwlth) and associated Acts</a></li> <li>• <a href="#">Privacy and Personal Information Protection Act 1998 (NSW)</a></li> <li>• <a href="#">State Records Act 1998 (NSW)</a></li> <li>• <a href="#">Information Privacy Act 2000 (Victoria)</a></li> </ul>
<p><b>Key Related Documents</b></p>	<p>Sign out Sheet in Library</p> <p>Code of Conduct</p> <p>Privacy Policy</p> <p>Staff Handbook</p> <p>Student Handbook</p>
<p><b>Definitions</b></p>	<p><b>Facilities:</b> leased premises, including Institute campuses, and equipment contained therein.</p> <p><b>Technology:</b> includes computers, photocopiers, iPads, mobile phones, laptops, cameras and data projectors, email, fax, phone.</p> <p><b>Portable Devices:</b> includes iPads or similar, mobile phones, laptop computers, Cameras and data projectors.</p>

<b>Responsible Officer</b>	Executive Directors		
<b>Approval Authority/ Authorities</b>	Board of Governors		
<b>Date Approved</b>	10/04/2017		
<b>Date of Commencement</b>	11/04/2017		
<b>Date for Review</b>	11/04/2020		
<b>Documents superseded by this Procedure</b>	004 Facilities and Equipment Usage Policy and Procedure 013-22P and 013-220,19/09/2012 Laptop Users Policy and Procedure Respectively		
<b>Amendment History</b>	<p><b>05/2018</b> Re-branding – Header &amp; Footer only</p> <p><b>12/2016</b> Policy and Procedures separated. Updated formatting and minor amendments Changed formatting Updated hyperlinks</p> <p><b>11/2012</b> Changed policy title to reflect broader coverage of all equipment and resources Changed formatting - included procedure and policy in one document Significant expansion of policy and development of procedure in addition to adjustments and inclusions to policy wording</p> <p><b>19/09/2012</b> Policy and Procedures 013-22P and 013-220 approved by BoG</p>		
<b>Signed and dated for Whitehouse Institute Pty Ltd</b>		<b>Les Taylor</b>	<b>30/05/2018</b>
	<b>Signature</b>	<b>Name</b>	<b>Date</b>

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<b>Category</b>	Governance
<b>Stakeholders</b>	Academic Board Executive Management Academic Staff Administration Staff Students